

SIGN PERSON
HIGHWAY AND TRANSPORTATION DEPARTMENT
POSITION DESCRIPTION

DEFINITION

This is semi-skilled position in the Highway and Transportation Department, under the general supervision of the Highway Commissioner and the Assistant Highway Commissioner. This person is responsible for signing area tasks and other assigned duties.

GENERAL RESPONSIBILITIES

The employee in this position is responsible for, but not limited to, performing a variety of highway signing duties within the department as well as the care of assigned equipment. This includes the daily maintenance of assigned equipment and its general repair and appearance. Other typical duties may include, but not necessarily limited to, plowing and winging of snow, proper application of chlorides and mixes and other warrantable duties as required by the supervisor. Comply with federal, state and county drug and alcohol laws and policies. Comply with documentation policies and procedures as requested by supervisors.

ESSENTIAL DUTIES

Typical tasks shall include, but not necessarily limited to, the following:

1. Replacement of signs and markers
2. Layout and sign preparation/making
3. Sign inventory
4. Historical sign record keeping
5. Updating sign data bases
6. Plowing and winging of snow
7. Application of chlorides and mixes
8. Patching pavement deficiencies
9. Grading of shoulders
10. Mowing of right-of-ways and other assigned areas
11. Weed and bush control in assigned areas
12. Traffic control on highways or other assigned areas
13. The daily care, maintenance, and operation of vehicles/equipment including keeping it clean and in a safe operation condition and any other assigned duties as assigned by the Highway and Transportation Department's Supervisors
14. Logs, time cards and other record keeping documents

NON-ESSENTIAL DUTIES

None - all tasks are essential

MAIN MATERIALS AND EQUIPMENT USED

Motorized Vehicles/Equipment	Power Tools & Equipment	Hand Tools
Tractors	Trucks	Mowers
Disinfectants	Sanitation Products	Paints/Stains
Cleaning Solutions/Solvents		

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

High School Diploma or its equivalent
General mechanical ability and aptitude

Licenses and Certifications

Valid Wisconsin Drivers License and Class A Commercial Drivers License with H and N endorsements

Knowledge, Skills and Abilities

1. Ability to operate all types of trucks and equipment in all weather conditions
2. Ability to mount, dismount and operate snowplows, wings, spreaders, etc.
3. Ability to understand and operate all types of valve-pack controls to operate snow related equipment
4. Ability to operate all types of tractors
5. Knowledge of traffic and safety regulations as they apply to maintenance and construction
6. Knowledge of materials and equipment used in maintenance, repair and construction of asphalt, concrete and gravel roads and highways and related surfaces
7. Ability to service and to make minor repairs and adjustments to equipment and vehicles
8. Ability to do heavy manual labor for extended periods of time
9. Ability to safely operate power tools
10. Ability to read and follow written and oral instructions
11. Ability to work with limited supervision
12. Maintain a clean and neat appearance and personal hygiene at all times
13. Ability to maintain a pleasant, effective relationship with fellow employees, general public and superiors
14. Ability to read and write
15. Ability to do add, subtracts, multiply and divide correctly
16. Knowledge/Ability to use proper body mechanics while performing work activities

PHYSICAL DEMANDS

1. Frequent lifting and/or carrying objects weighing up to 50 pounds
2. Occasional lifting and/or carrying objects weighing over 50 pounds
3. Excessive standing, sitting or walking
4. Frequent bending, twisting, squatting and reaching
5. Frequent exposure to elements such as heat, cold, etc.
6. Exposure to dust, pollens, molds and other possible allergens
7. Frequently exposed to animals, birds, bees, etc.
8. Must be capable of using hands for single grasping, fine manipulation and pushing and pulling
9. Ability to communicate orally in a clear manner
10. Ability to distinguish sounds at various frequencies and volumes
11. Ability to distinguish people or objects at varied distances under a variety of light conditions
12. Ability to climb roofs, ladders, stairs, etc.
13. Ability to work in confined spaces

SPECIAL REQUIREMENT

Must be available nights, holidays, and weekends during snowstorms or other emergencies

Must maintain a telephone at residence for emergency situations

This position description has been prepared to assist in defining job responsibilities, physical demands, working conditions and needed skills. It is not intended as a complete list of job duties, responsibilities and/or essential functions. This description is not intended to limit or modify the rights of any superior supervisor to assign, direct and control the work of employees under supervision. The county retains and reserves any and all rights to change, modify, amend, add to or delete from any section of this document as it deems in its judgment to be proper.